

**POTTSVILLE PARKING AUTHORITY
POTTSVILLE, PENNSYLVANIA**

PUBLIC MEETING

Minutes

October 11, 2024

The regular meeting of the Pottsville Parking Authority will be held on the above date at 8 AM at City Hall 401 N. Centre Street, 2nd Floor Conference Room.

In attendance were: Ian Lipton, William Messaros, Michael Weres, Robert Hoppe, and Stephen Macola.

AGENDA ITEM #1 CALL TO ORDER

AGENDA ITEM #2 EXECUTIVE SESSION

The Board went into Executive Session from 8:01 AM to 8:05, to discuss personnel matters.

AGENDA ITEM #3 Review of minutes from September 13, 2024 meeting.

MOTION to approve September 2024 Minutes by Hoppe / Weres. MOTION passed.

AGENDA ITEM #3A MOTION to approve Michael Botto's resignation approved by Hoppe / Weres. MOTION passed.

MOTION to hire Michael Hart in the Maintenance position approved by Weres / Hoppe.

AGENDA ITEM #4 Reviews of monthly revenue / expenses for September 2024

- Highlights of Operating Income and Expense YTD:
 - Increase in Net Income from August 31 \$11,255.10 to \$15,253.99 for September 30, 2024 Increase of \$3,998.89
 - Budgeted YTD 9 Month \$23,098.44
Increase \$75,985.75 over projected income for 9 Month
 - Income from Park Mobile for the month of September 2024 included
 - 5,268 transactions
 - Net Income from Park Mobile for September \$10,295.25
 - Net Park Mobile 2024 YTD \$104,211.75, 2023 YTD \$101,048.20 increase YTD - \$3,163.55
Fees paid 16.5 % \$2,033.30
 - Meter Income September 2024 \$7,553.30 compared with August 2024 \$8,888.59
 - 2024 YTD Meter Income \$78,255.35 compared to 2023 YTD Total \$86,960.31
Income from T2 Enforcement ONLY, September 20 days
 - 347 tickets issued; 199 tickets paid
 - Total T2 enforcement revenue billed in September \$6,330.00
 - Total MPS enforcement revenue billed in September \$525.00
Realized September income \$3,642.44
 - Collectively, enforcement officers issued on average 88 tickets per week during the month of September
 - Larry Newswanger| 8 % of tickets

- Dale Blum | 54 % of tickets
 - Pat Mahoney | 38 % of tickets
 - Total hours of enforcement labor for September 196
 - Magisterial income for September 2024 \$2,054.65
 - (2) CD's totaling \$472,910.64 to the BEST available FDIC insured bank. CACL is currently 5.25% APY. (6) month maturity date Thursday, February 13, 2025.
- Budgeting for 2025 adopted at the September Board meeting. It was important to take a small municipal permit increase of 2% to 2.5% for 2025 to mitigate the reduction in revenue.
- MOTION to approve the financial records approved by Weres / Hoppe.**

AGENDA ITEM #5

Parking Areas

- Mahantongo Deck.
 - EV Charging income not received for September 2024, Net \$186.56.
 - EV \$5.00 charge for vehicles charging without a Municipal Permit produced (23) sessions = \$115.00 additional revenue.
 - PA. Dept of Revenue billed the Authority the Alternate Fuel Tax for the year ending December 31, 2023 in the amount of \$151.70
 - As mentioned in July and August, the Authority Board should consider investing in Charging Stations for the Capitol Deck in 2025 providing funds are available from the state.
 - The (2) parking Kiosks income for September was only \$52.25, a net loss of \$77.75.
 - The Authority's efforts are ongoing to control demand at the Deck due to higher-than-expected electric invoices compared to 2022-2023. September's energy usage increased by 8% and demand increased by 17% We have made some improvement, but have not been able to contain costs completely. The \$1.50@ month increase in permit cost for the Mahantongo Deck in 2025 will help.
 - The repair has been completed of replacement glass in South East stair tower \$1,123.00. The Authority also replaced a fire extinguisher vandalized \$77.99.
 - All regular enforcement and maintenance were performed in September 2024.
- Capitol Deck
 - The Axiom contract for \$22,400.00 #196144 is being completed the week of October 7th and the additional out lay not originally budgeted for this year work will be \$1,000.00. Year 2024 was completed by September 30th.with the exception of the complete replacement of pipe on levels two and three completed prior to the Board meeting October 11th.

- Phase 3. (RESCHEDULED)Year 2025. Though the Authority does not have a quote on the painting, the Authority must expect to invest \$80,000.00 to \$110,000.00 to complete the final phase of the deck project.
 - All regular enforcement and maintenance were performed in September 2024.
- Union Station
 - The lot should be sealed and any cracks repaired in the next 12 to 18 months. This work is estimated at a cost of \$40,00.00 to \$60,000.00. The Pottsville Parking Authority should not accept financial responsibility for this project.
 - All regular maintenance performed for September 2024.
- Arch Street
 - All regular enforcement and maintenance were performed in September 2024.
- John Potts Lot
 - All regular enforcement and maintenance were performed in September 2024
- Pottsville Hotel.
 - The (2) 15 minute parking spaces between the Pottville Hotel and Dr Akbar's office are unavailable due to the collapse of the arch between the two building. Patients and Hotels guest are able to use the walk way between the two buildings though the complete repair has not been completed upon a request, PPA will provide several designated spaces on Centre Street when the wall way is closed for additional repair.
 - All regular enforcement of the 50 municipal permit spaces was performed as well as regular maintenance for September 2024.
- Alvernia Lot
 - The PPA has 35 total permits issued to date; The University provides (75) spaces for their students and Staff, 66.94% of the parking spaces in the lot.

- All regular enforcement and maintenance performed in September 2024.
- McGeever Pocket Park
 - All regular enforcement and maintenance performed September 2024.
- Garfield Lot
 - All regular enforcement and maintenance performed in September 2024.
 - The Authority has entered into an additional (3) year lease begun October 1, 2023 ending September 30, 2026. The Redevelopment Authority, with planned restoration of the diner, accepted bids to demolish the apartment building to provide for Restaurant parking. Mr. Chen has tentatively agreed to taking possession and restore the apartments in the front section of the apartment building adjacent to the diner. The Redevelopment Authority has hired Kitsock to demolish the remainder of the building for parking. This work will be completed by end of October.
- Residential Permits
 - As of October 7, 2024 (132) new 24/25 permits have been purchased @\$50.00 each producing an income of \$6,600.00.
 - Tom Palamar is requesting the Board to consider accommodating residents adjacent to LVHN on East Arch and East Norwegian Streets by providing these home owners ONE residential permit without charge. No additional action taken as of October Board meeting.
- Municipal Permits
 - Fourth quarter permit invoices mailed the week of September 2nd.
 - Municipal Permit Pricing for all facilities for 2025 was approved at the September 13, 2024 Board Meeting. Increases for 2025 ranged from \$1.00 to \$1.50 per space @month.

AGENDA ITEM #6

Projects

- Enforcement
 - 347 tickets issued; 199 tickets paid T2 program.
 - MPS Safety Stick violations September 2024- 15 violations.
 - \$35.00 tickets issued \$525.00, 2 tickets, \$70.00 paid
 - Total Enforcement Revenue Billed - \$6,855.00
 - Realized September Income - \$3,642.44
 - Unrealized September Income - \$3,212.56

Magisterial income for September 2024 - \$2,054.65

- Currently NO PA registered vehicle is on the Scofflaw list to be towed and impounded.

- The Authority is having ongoing discussions regarding two outstanding issues; unpaid violations after 30 days being converted from violations to magisterial citations without names and addresses of vehicle owner and payment to the Authority and to MPS for violations paid prior to 30 days and violations successfully converted to Citations after 30 days. No payment to MPS for unpaid out of state registered vehicles or vehicles that PenDot is unable to provide a current name and address of vehicle owner. In lieu of these concessions by MPS, the Authority agrees to a 50-50 split of revenue, Counsel is reviewing the addendum for approval and signature of Chairman Messaros. MPS has not moved the two current Safety Sticks and installed the three safety sticks as previously described and approved. (See attachment) for additional information.

Park Mobile

- 1200 fewer parking sessions were recorded in September compared with August.
 - \$2,066.00 less net income was received during the (20) days of September 2024 compared to 22 days in August 2024. There were only 263 transactions @day in September, compared with 294 transactions @day in August.
 - Average parking session based 180 hours during September one hour and forty-five minutes, a decrease of thirty minutes when compared with the past three months of June, July and August.
- Parking Meters
 - Mike Botto is replacing door locks for in-service meters as well as batteries.

AGENDA ITEM #7

OLD/NEW BUSINESS

- IN September the City requested that the Parking Authority vehicles not only pay for parts to repair both the car and truck but in addition the authority be billed monthly for gas when vehicles are filling up at the garage. All personnel have been notified and will be reminded at the monthly staff meetings. The vehicles have log books to record usage once a week.
- A new enforcement officer Larry Newswanger was sworn in following the meeting upon Board approval. He has completed a physical, drug test, background check and will begin training with another officer on Monday

September 16, 2024. Mr. Newswanger has been training with a seasoned officer for (13) days and worked the 12 noon until 4:30 PM shift the week of October 7th thru 11th.

AGENDA ITEM #8

PUBLIC COMMENT

AGENDA ITEM #9

ADJOURNMENT

MOTION to adjourn at 9:00AM approved by Hoppe / Weres.